

RECREATION LEADER II

DISTINGUISHING FEATURES

The fundamental reason the Recreation Leader II exists is to plan and conduct recreation activities at a recreation site, facility or specialty area in the Community Services Department. This classification is not supervisory but some positions provide functional supervision of Recreation Leader I employees. Work is performed under general supervision of a Recreation Coordinator or Senior Recreation Coordinator. The Recreation Leader II is distinguished from the Recreation Leader I by the former having more knowledge, experience and independence.

ESSENTIAL FUNCTIONS

Plans, organizes and conducts special events, games, sport activities and arts and crafts for children of all ages and adults at a recreation facility, neighborhood park or school facility, accomplishing objectives through innovative techniques.

Communicates effectively in person and on the telephone with park patrons or program participants, demonstrating respect for the customer. Performs on-site participant registration for recreational activities.

Prepares and distributes flyers, posters, and other advertisement for area programs.

Completes quality written reports; prepares accidents and incidents reports.

Functionally supervises and observes one or more staff members (volunteers, paid staff, community service workers) in all park areas and facilities, demonstrating mutual respect for all.

Responsible for observation of park patrons and program participants.

Serves as office manager for community center to answer phones, writes reservations, and verbally respond to citizens/park patrons on the phone or in person, continuously looking for ways to improve our services.

Transports recreation program participants in a City vehicle.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Recreation methods and procedures.

First aid methods.

The rules and regulations and various games such as softball, baseball, basketball, and table games.

A variety of active and passive game activities suitable for children, adolescents, adults, senior citizens and/or special populations.

Ability to:

Plan, organize, and conduct various recreation programs and activities.

Work cooperatively with groups of all age levels and socio-economic backgrounds and other City employees.

Develop skills to maintain and solve complaints, disciplinary problems, and violations of park rules.

Successfully complete driving training and safety classes.

Effectively communicate in a positive manner with all age groups, city staff and the general public.
Observe park patron behavior in all areas of the park.
Observe and functionally supervise City park personnel.
Produce quality written or typed documents.
Operate a variety of standard office equipment including a personal computer and related software, telephone, copier and fax machine.
Move objects 20-50 pounds long distance (greater than 20 ft.), such as setting up tables, sound and lighting equipment, booth frames, etc.
Work in a variety of weather conditions with exposure to the elements.
Work days, evenings, weekends and holidays.
Follow departmental dress and appearance standards related to clothing style, displaying tattoos, pierced body parts, hair color and style.
Maintain regular consistent attendance and punctuality.
Understand and follow oral and written instruction.

Education & Experience

A minimum of 6 months work experience in a recreation related field. College coursework in recreation or related field is desirable and may be substituted for some recreation experience. Some positions will require having a current, valid Arizona driver's license and no major driving citations in the last 39 months

FLSA Status: Non-exempt

HR Ordinance Status: Part-time or Classified